



Application Checklist

If your household income does not exceed 80% of adjusted median income for the county of residence and the house will be your primary residence, then you may submit an application for consideration to purchase a house through The Montana House™ program. If you meet the above qualifications, please submit all of the information below. The median income for your county is available at <http://www.nwmt.org>. Click on Buying a Home; then to Income Guidelines.

A one-page letter detailing your need for The Montana House™.

Documentation showing ability to self-finance or Lender pre-approval for a first mortgage with maximum loan amount listed as well as household income. Second mortgages for down payment and closing costs assistance is available from the Montana HomeOwnership Network.

Willingness to complete a full course of homebuyer education or a certificate of completion from an approved course and other nonprofit organizations.

Documentation showing a plan on obtaining a lot suitable for the house.

Purchase budget for moving and installation of The Montana House™, including all of the following. The statewide budget estimate may be used in lieu of an estimate from a contractor.

The Montana House™: \$35,000

Estimate of contractor for construction of the foundation, including water and sewer line hookups. Owner-built foundations are not permitted. Statewide estimate: \$15,000

Estimate of utility line costs, including water, sewer or septic, telephone, electricity and gas or propane (where appropriate). Statewide estimate: \$5,000

Estimate of moving costs. Statewide estimate: \$12,000

Estimate for floor coverings and appliances. Statewide estimate: \$3,000

The Montana HomeOwnership Network (MHN) is available for technical assistance in developing your application and should be contacted with any questions.

MHN will screen applications and forward completed ones to the Montana Board of Housing (MBOH). The Selection Committee will review the applications and select homebuyers as homes become available. The Selection Committee is composed of three individuals designated by the MBOH. A waiting list will be developed in case selected applicants are not able to proceed. Applicants may update their applications for each subsequent pool.

Once applicants are selected, they will be required to submit the information included in the final checklist within a two-week time period. This will help demonstrate an ability and willingness to complete the process.

Please submit completed information to:

Montana HomeOwnership Network (MHN)
509 First Avenue South
Great Falls, MT 59401
Phone: (800) 318-0268 • (406) 761-5861
Fax: (406) 761-5852



Final Checklist

If you are selected for the opportunity to purchase a house, please provide the following information within two weeks of notification:

- ☐ Updated documentation showing your ability to self-finance; or
- ☐ Updated lender approval for a first mortgage with maximum loan amount listed as well as the following:
 - **LOAN APPLICATION (COPY)** signed by the borrower(s) and originator certifying a face-to-face interview was completed and HUD Form 92900 A and/or VA Form 23-1820. **(VA LOANS REQUIRE THE VA DISCLOSURE STATEMENT.)**
 - **INCOME** verification of all borrowers 18 or over living in the home. Verification of Employment, Profit & Loss / Tax returns for self-employment, child support, social security and/ or other benefits statements, and, if applicable, statement of no income for borrowers who don't have income. **(VERBAL VERIFICATIONS CANNOT BE ACCEPTED.)**
 - **APPROVAL LETTER** from MHN or other source of second mortgage funds if they are supplied funds for the purchase.
- ☐ Certificate showing completion of a full course of homebuyer education.
- ☐ Documentation showing, either by outright ownership, mortgage or by a signed buy/sell agreement, a lot suitable for the house.
- ☐ Purchase budget for moving and installation of The Montana House™, including all of the following:
 - A minimum of one bid from a licensed contractor for construction of the foundation, including water and sewer line hookups. Owner-built foundations are not permitted.
 - A minimum of one written estimate of utility line costs, including water, sewer or septic, telephone, electricity and gas or propane (where appropriate).
 - A minimum of one bid for moving costs.
 - A minimum of one written estimate for floor coverings and appliances.

MHN will help you complete your final checklist and coordinate the delivery and placement of your house. Please contact MHN if you have any questions.

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